

MINUTES OF BOARD MEETING

26TH JUNE 2023

Attending: Matthew Abercrombie (MA), Dennis Murray (DM) Lauli Moschini (LM), Luke Heydon
Apologies: Guy Mathias

In Support: Anna Fielding-o'Farrell (AFO), Anne Nelson (AN)

1. Approval of Minutes from meeting 04.05.23

2. Matters arising from Minutes of meeting 04.05.23

2.a) (4) Prospective board members - LM was welcomed to the meeting. Items (5) car park, (6) Sponsorship, (7) Sculptures (8) Planning Permission/ Community Shop& (11) Marketing will all be addressed in this meeting.

3. Board Statement MSDC

3.a) MA summarised situation for LM: WBCLC wrote to outgoing council and made points about what needs to happen here. The council went into Purdah before local elections and left it for new administration to carry forward.

3.b) Andrew Stringer, MSD Councillor, visited 26/06/2023 and has now been provided with the information sent to the council about our activities.

3.c) LH said our aim is to make WBCLC financially independent – this was coming closer until the electricity prices increased and the MSDC told us to start paying with immediate effect.

3.d) AFO advised that the lease for the rental expires in 2036. We are an asset of community value so the community must be offered it first.

3.e) LH said one thing from Ian Chance era was elitest/high art, so the aim is to offer art and culture but to make it a community hub also. It must have local support as well as being good to attract those further afield. LH told LM we aim to create more events to make us self-funding and make us more dynamic.

3.f) MA added that we also get income from tenants and outlined who these are.

3.g) It was noted that belonging to the council resulted in additional red tape. AFO said we could attract more funding and be independent when it comes to planning permission if we operated ourselves.

4. Councillor's Evening – Mop up & future events

4.a) AFO told LM about our reason for hosting, and the event itself. Out of 34 new councillors invites 3 attended, and the Chief Executive came. MA said that the general consensus that it was well worth doing. AFO also felt it was beneficial and WBCLC should carry this on with other events, showing our door is always open. MA suggested the Summer Fete, AFO suggested the Knight

and Spiers concert as it is Wednesday 16th July and Mini Prints preview evening 27th July. LH suggested educational workshops, although none scheduled at present.

ACTION: AFO/AN - Joint invitation for all three events to be sent to local councillors

5. Prospective Board Members Update

5.a) LM attending first meeting said she wasn't sure what she can bring. LH said her arts knowledge was valuable LM added her availability is evenings and Fridays. MA added that the Board meets once a month towards end of month,, usually in morning but can be in evenings.

5.b) LM asked about WB CIC history which AFO provided. AFO said Companies House registration required.

ACTION: MA to ensure LM added to Companies House as a board member
AFO to update the Barclays Bank mandate

6. Car Park Update

6.a) AFO LH has not heard back from lady about £200. She is fully aware we are a CIC and car park is for the church. LH updated LM. On background and advised the percolation test results were borderline. Council said it might get screened out as it was existing car park and it is borderline. It is a risk as drainage company have to do a plan. WB CIC has to make a decision. Andrew Stringer said "leave it with me" as he is infrastructure and heritage.

6.b) LH said we need to do the conditions, but don't want to do them before Council planners say the percolation tests are an unacceptable result. We are in a surface water flood zone, and amounts have just been changed – AFO pointed out that if they had run it through on time it would have passed on the old figures. Officially it should just been passed but if it does get picked up we cannot be sure of the outcome.

6.c) AFO said there is a manhole and broken pipe outside the car park.

ACTION: LH to send the response from drainage lady to Andrew Stringer

7.0 Sponsorship/Events/Projects

7.a) Tom Grant has said WB CIC can use the field opposite the entrance for our bigger events/parking.

7.b) LM asked if noise/sound at events was an issue. MA said our noise level is 32 Db limit to end of drive by gate. He confirmed we will be looking at the license being updated/amended as this was unreasonably low and even talking at this meeting would exceed that level.

7.c) In June 'Open Gardens' made £4,200 - £2,000 came from ticket sales. DM said normally £2,000 is the average figure raised, and he felt the success was in part due to Wingfield Barns being involved as the central hub.

7.d) AN said that in light of the field addition, plans for the Autumn Festival and Wingfield at War events in 2024 are commencing, each for alternate years. Large events make money and can support the arts and smaller culture events at Wingfield Barns.

8.0 Sculptures

8.a) MA has contacted all the sculpture artists and one had died – his son is handling his affairs and is aware. MA is in discussion with Tim Harrison (wood circle sculpture – *Ring*) and he wants his

joiner to repair it. MA confirms the wedge is in a concrete base. LH said the sculptures have a value if we decide to relocate them, some of them compromise the space we use for event, so we are at a point something has to be done to them. MA summarised that until we ascertain who owes these no further action will be taken.

8.b) Andrew Stringer, MSD has potential interest in the sculptures the Ring. Tim Harrison through his connection with Carters Meadow.

8.d) LM asked why we may relocate them and was advised they no longer reflect what we do here. Some suggestions were to find a college that does print and media studies and offer them or put them out on loan eg, Helmingham Hall which has a sculpture trail.

ACTION: MA to do a letter to say we own them and options

9.0 Shop/Section 106

9.a) AFO advised the board that the funding application of £16,050 to open a community shop has been successful. This money will fit out Studio 3 and offices, as well as kitchen improvement, so bakery etc items can be produced on site. Funding phase 1 will be received in September. AFO added that there is no shop in Syleham, Brockdish, Wingfield or Needham. A cashless trading system will form part of the community offer (exchanging produce for shop credit), and there will be hot drinks served to provide a place to come and meet. Trading hours would be Monday – Friday 9am – 3pm, no weekends to avoid confusion when we have events here.

9.b) The current tenant of Studio 3, Ivor Butcher needs to be given 3 months' notice. AFO will serve this this week to meet project dates. We cannot disclose that we have received the funding until 14th July so we need to be careful about Ivor's notice. LH said a genuine reason – AFO said we need to be utilising the full space and have been successful in getting grant.

9.c) We have not been able to relet the space which is accessed through the studio following Eammon Andrew's departure, so AN and AFO will move to this office. This releases their current office to rent, which is much more accessible.

9.d) LH asked about a monthly Farmer's Market and use it to invite more suppliers. This leads to other events here for stallholders.

9.e) AFO advised that the Section 106 (for Granary & Studio 3) is still outstanding, but we now need to add retail.

ACTION: AFO to give Ivor Butcher notice this week

10. Granary – condition & action

10.a) AFO reported that subsidence in the Granary is evident. Eammon Andrews inspected it in September 2022 at the end of a hot summer. Subsequent wet weather and possible run off from the fishpond next door might be contributing to the general movement. LH suggested Ted Ridge, architect, looks at it.

ACTION: LH to speak to Ted Ridge

11. Ops Managers Report

11.a) AFO says we have been busy since last board meeting on 4th May. There has been a conference, concert and wedding, a playwright festival, workshop day, and Open Gardens first weekend of June. In addition there was a gig, dance workshop, private school event (prom) & Schools Trust meeting.

11.b) AFO reported that two concerts were cancelled due to very low take up, one postponed three times.

11.c) LM told board of friends doing art groups; she had attended one in Southwold – will ask if they can do something here (in the daytime). LH said light is better in the day.

12. Marketing/Weddings – AN

12.a) AN reported a slight uplift on business enquiries, and several wedding enquiries for 2024 with viewings for both in the diary.

12.b) LH asked with relocation of buildings, have we considered an artist in residence – ie., use staff office for a studio and apply for funding. AFO to look at it and then spoke about school involvement – relayed information about a school art competition to exhibit, and suggested we work with our tenant, the Schools Trust (13 schools) to organise a Wingfield Barns Competition.

ACTION: AFO to investigate funding for artist in residence

13. AOB

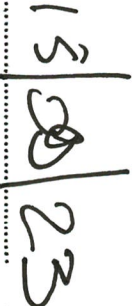
13.a) Summer Fete –AN asked if anyone knows of any stallholders to get in touch as we have a few stalls left.

13.b) Date and time of next meeting – **Wednesday 26th July 6pm**

Meeting ended 19:40pm

Chair: 

Matthew Abercrombie

Date: 

(Appendix A) Website Accessibility - Action from AGM 2023

7.a) *Rosemary Elliott: East Anglian demographic is ageing so visual impairments in some looking at website to be anticipated. The website is pale grey, can contrast be improved?*

We had a look at our six of our website pages on screen and on mobile phone. They displayed as dark grey text on white background, so we felt the contrast was good. However there are two steps we can point users to improve their viewing experience:

1. Dark Mode

This simply makes the background black and font white.

We can have a feature to switch to dark mode at a cost, or users can access this free by using their search engine facility, which our page can point them to:

Google Chrome as their search engine, so the easiest solution is to add this to the landing page:

Enter "chrome://flags" into Google Chrome's address bar and enable the "Auto Dark Mode for Web Contents"

Firefox – go to their hamburger menu and select **Settings > Extensions & Themes**. Click **Themes** to open the **Manage Your Themes** page, then select the **Dark** theme.

2. Screen Readers

An essential piece of software for a blind or visually impaired person. A screen reader transmits whatever text is displayed on the computer screen into a form that a visually impaired user can process (usually tactile, auditory or a combination of both).

Some basic screen reading options are available free of charge. These can be downloaded from specific websites or are built into an operating system. Two popular ones are listed below:

Apple VoiceOver

Apple VoiceOver includes options to magnify, keyboard control and verbal descriptions in English to describe what is happening on screen. It also reads aloud file content as well as web pages, E-mail messages and word processing files whilst providing a relatively accurate narrative of the user's workspace. This covers a wide array of keyboard commands that enable user navigation of the Mac OS X interface.

Orca (Linux operating system)

ORCA is a Linux based screen reader which has also been evolving for the past number of years. Although it is not the sole Linux-based screen reader, ORCA is definitely the most popular. Recently it has been included with the Ubuntu installation CD, and with a couple of initial key presses it allows blind people to have audible interaction during the installation process. ¹

While the most basic screen readers will not help blind users navigate a computer, those with additional features can give people with visual impairment much more independence. More complex screen readers with advanced functions are also available for purchase. Content from a device can also be output on to a refreshable braille display. This means that a user would get speech and braille simultaneously from the device being used. ²

The RNIB provides grants for screen readers for those who:

- Are resident in the UK
- Are registered with their local authority as blind ("severely sight impaired") or partially sighted ("sight impaired")
- Are receiving a means-tested benefit and one that is not a Tax Credit.
- Have been refused funding from their local authority for the items you need
- Have savings of less than £6,000
- Have not had a grant from RNIB in the last three years

Accessibility Page

We do not have a website accessibility page so adding one would be a positive step. This also provides an opportunity to review our whole website's accessibility to meet the Web Content Accessibility Guidelines (WCAG) international standard, not just for the visually impaired, but for those with dyslexia or cognitive learning disabilities.

¹<https://medium.com/usabilitygeek>

² RNIB